

# **Center for Educational Performance and Information (CEPI)**

## **Nonpublic School Personnel Report**

### **Data Field Descriptions**

#### **Fall 2006 Submission**

Questions?  
Contact: 517.335.0505  
E-mail: [Help-Desk@michigan.gov](mailto:Help-Desk@michigan.gov)



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## Field 1: Date of Count

**Submission date:** October 6, 2006

**Field use:** Michigan Compiled Law (MCL) 380.1230 - 380.1230h, MCL 380.1535a and MCL 380.1539b

**State of Michigan office contact:** Department of Information Technology (DIT) Client Service Center, 517-335-0505, [Help-Desk@michigan.gov](mailto:Help-Desk@michigan.gov)

**Code/format:** Month, day, and year (MM/DD/CCYY)

All dates must appear in the following manner: DD must be the number of a day between 01 and 31. CCYY represents the year. For example, June 30, 2006 = 06/30/2006. Each MM must be one of the following:

01 January	07 July
02 February	08 August
03 March	09 September
04 April	10 October
05 May	11 November
06 June	12 December

### Dependencies with other fields:

**Definition:** The official Nonpublic School Personnel Report submission date is October 6, 2006. The submission format is 10/06/2006. **This date will automatically appear on the submission screen.**

## **Field 2: School/Facility Number (Building)**

**Submission date:** October 6, 2006

**Field use:** MCL 380.1230 - 380.1230h, MCL 380.1535a and MCL 380.1539b

**State of Michigan office contact:** Wanda Bazzett, 517-373-1833

**Building Code/format:** This is a five-position field (NNNNN).

**Dependencies with other fields:**

**Programming edits:** The school/facility (building) number will automatically appear on the submission screen.

**Definition:** These codes are the state-assigned school/facility (building) numbers as listed in the School Code Master (SCM) at [www.michigan.gov/scm](http://www.michigan.gov/scm).

The School Code Master numbers contains five digits. Prior to the Michigan Education Information System (MEIS), the leading zero was not used, so your school number may appear to have less than five digits. **You must add a leading zero in front of the SCM numbers (e.g., 01234) for your school/facility (building) if you have been using four digits.** To validate or request a School Code Master number, contact Wanda Bazzett at 517-373-1833.

## **Field 3: Last Name**

<b>Submission date:</b>	October 6, 2006
<b>Field use:</b>	MCL 380.1230 - 380.1230h, MCL 380.1535a and MCL 380.1539b
<b>State of Michigan office contact:</b>	DIT Client Service Center, 517-335-0505, <a href="mailto:Help-Desk@michigan.gov">Help-Desk@michigan.gov</a>
<b>Code/format:</b>	This is a 40-position field.
<b>Dependencies with other fields:</b>	Field 4: First Name

**Programming edits:** If this field is left blank, a fatal error is reported.

**Definition:** This is the last name of the school employee or individual who regularly or continuously works under contract. All full-time or part-time school employees or individuals who regularly and continuously work under contract must be reported. To regularly and continuously work under contract means to work at a school on more than an intermittent or sporadic basis as an owner or employee of an entity that has a contract with a school or as an individual under contract with a school to provide food, custodial, transportation, counseling, or administrative services, or to provide instructional services to pupils or related and auxiliary services to special education pupils. When submitting data in this application, punctuation marks are not permitted.

## **Field 4: First Name**

**Submission date:** October 6, 2006

**Field use:** MCL 380.1230 - 380.1230h, MCL 380.1535a and MCL 380.1539b

**State of Michigan office contact:** DIT Client Service Center, 517-335-0505,  
[Help-Desk@michigan.gov](mailto:Help-Desk@michigan.gov)

**Code/format:** This is a 40-position field

**Dependencies with other fields:** Field 3: Last Name

**Programming edits:** If this field is left blank, a fatal error is reported.

**Definition:** This is the first name of the school employee or individual who regularly or continuously works under contract. All full-time or part-time school employees or individuals who regularly and continuously work under contract must be reported. To regularly and continuously work under contract means to work at a school on more than an intermittent or sporadic basis as an owner or employee of an entity that has a contract with a school or as an individual under contract with a school to provide food, custodial, transportation, counseling, or administrative services, or to provide instructional services to pupils or related and auxiliary services to special education pupils. When submitting data in this application, punctuation marks are not permitted.

## **Field 5: Middle Name**

<b>Submission date:</b>	October 6, 2006
<b>Field use:</b>	MCL 380.1230 - 380.1230h, MCL 380.1535a and MCL 380.1539b
<b>State of Michigan office contact:</b>	DIT Client Service Center, 517-335-0505, <a href="mailto:Help-Desk@michigan.gov">Help-Desk@michigan.gov</a>
<b>Code/format:</b>	This is a 40-position field
<b>Dependencies with other fields:</b>	Field 3: Last Name Field 4: First Name

**Programming edits:** Blanks are accepted.

**Definition:** This is the middle name of the school employee or individual who regularly or continuously works under contract. All full-time or part-time school employees or individuals who regularly and continuously work under contract must be reported. To regularly and continuously work under contract means to work at a school on more than an intermittent or sporadic basis as an owner or employee of an entity that has a contract with a school or as an individual under contract with a school to provide food, custodial, transportation, counseling, or administrative services, or to provide instructional services to pupils or related and auxiliary services to special education pupils. When submitting data in this application, punctuation marks are not permitted; however, the use of a period following an initial in the middle name is permitted.

## **Field 6: Social Security Number**

**Submission date:** October 6, 2006

**Field use:** MCL 380.1230 - 380.1230h, MCL 380.1535a and MCL 380.1539b

**State of Michigan office contact:** DIT Client Service Center, 517-335-0505,  
[Help-Desk@michigan.gov](mailto:Help-Desk@michigan.gov)

**Code/format:** This is a nine-position field (NNNNNNNNN).

**Dependencies with other fields:**

**Programming edits:** If this field is blank, a fatal error is reported.

**Definition:** This field provides the official identification of each employee or individual who regularly or continuously works under contract. The Social Security number must be reported without hyphens or spaces, (e.g., 333-22-4444 is entered as 333224444). This field must contain a nine-digit number.

## Field 7: Date of Birth

**Submission date:** October 6, 2006

**Field use:** MCL 380.1230 - 380.1230h, MCL 380.1535a and MCL 380.1539b

**State of Michigan office contact:** DIT Client Service Center, 517-335-0505,  
[Help-Desk@michigan.gov](mailto:Help-Desk@michigan.gov)

**Code/format:** This is a 10-position field (MM/DD/CCYY).  
All dates must appear in the following manner: DD must be a number between 01 and 31. CCYY represents the year. For example, May 8, 1987 = 05/08/1987. Each MM must be one of the following:

01	January	07	July
02	February	08	August
03	March	09	September
04	April	10	October
05	May	11	November
06	June	12	December

### Dependencies with other fields:

**Programming edits:** If the date of birth is blank, out of range, or not a valid date, a fatal error will be reported. The date of birth cannot be greater than 90 years prior to July 1 of the submission year and cannot be earlier than 14 years from July 1 of the submission year, or a fatal error will be reported.

**Definition:** This is the date of birth of the school employee or individual who regularly or continuously works under contract.

## **Field 8: Gender Code**

**Submission date:** October 6, 2006

**Field use:** MCL 380.1230 - 380.1230h, MCL 380.1535a and MCL 380.1539b

**State of Michigan office contact:** DIT Client Service Center, 517-335-0505,  
[Help-Desk@michigan.gov](mailto:Help-Desk@michigan.gov)

**Code/format:** This is a one-position field (A). This field is not case sensitive.

M Male  
F Female

**Dependencies with other fields:**

**Programming edits:** If the code is invalid or blank, a fatal error is reported.

**Definition:** This is the gender of the school employee or individual who regularly or continuously works under contract.

## Field 9: Racial/Ethnic Code

<b>Submission date:</b>	October 6, 2006
<b>Field use:</b>	MCL 380.1230 - 380.1230h, MCL 380.1535a and MCL 380.1539b
<b>State of Michigan office contact:</b>	DIT Client Service Center, 517-335-0505, <a href="mailto:Help-Desk@michigan.gov">Help-Desk@michigan.gov</a>
<b>Code/format:</b>	<p>This is a unique six-position field using any combination of "0" through "6" in the proper position (NNNNNN). Because this is a multiple occurrence field, the indicator of the code is located by position in the format. The primary racial/ethnic choice is represented with a "1" and the second choice is a "2", etc.</p> <p>For example, a person whose primary racial/ethnic choice is Asian American would receive a code of "010000". If the same person were also White, they would receive the code of "010020". In this example, a person who is primarily of the Hispanic ethnic group and is also of the Black and Asian races, would be coded "032001". If a person were of equal races, such as an American Indian and Hispanic, they would be reported as "100001". Using this procedure, multiple racial/ethnic classifications are possible when self-selection occurs.</p>

### Dependencies with other fields:

**Programming edits:** If the code is invalid or blank, a fatal error is reported. At least one of the six digits must be a "1", or a fatal error is reported. Repetition of a "1" in all positions will result in a fatal error.

**Definition:** First identify a racial group and then the ethnicity of the school employee or individual who regularly or continuously works under contract. If the person is self-selecting, a multiple of the following codes with PRIMARY AND/OR SECONDARY CHOICES MUST BE REPORTED.

100000	<i>American Indian or Alaska Native.</i> A person having origins in any of the original peoples of North America and South America (including Central America), and who maintains tribal affiliation or community attachment.
010000	<i>Asian American.</i> A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
001000	<i>Black or African American.</i> A person having origins in any of the black racial groups of Africa.
000100	<i>Native Hawaiian or Other Pacific Islander.</i> A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
000010	<i>White.</i> A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

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000001     *Hispanic or Latino.* A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

For a further explanation of race/ethnicity codes, go to:  
<http://www.whitehouse.gov/omb/fedreg/ombdir15.html>.

## Field 10: Date of Termination/Separation of Employment

**Submission date:** October 6, 2006

**Field use:** MCL 380.1230 - 380.1230h, MCL 380.1535a and MCL 380.1539b

**State of Michigan office contact:** DIT Client Service Center, 517-335-0505,  
[Help-Desk@michigan.gov](mailto:Help-Desk@michigan.gov)

**Code/format:** This is a 10-position field (MM/DD/CCYY).

All dates must appear in the following manner: DD must be a number between 01 and 31. CCYY represents the year. For example, May 8, 2007 = 05/08/2007. Each MM must be one of the following:

01 January	07 July
02 February	08 August
03 March	09 September
04 April	10 October
05 May	11 November
06 June	12 December

### Dependencies with other fields:

**Programming edits:** If the date submitted is not a valid date, a fatal error is reported. The termination date must be on or prior to the submission date. **For the fall 2006 submission**, this field must be left blank for all employees or a fatal error is reported.

**Definition:** This is the date of termination of the school employee or individual who regularly or continuously works under contract. **The field must be left blank for all actively employed employees.**

## **Field 11: Personnel Identification Code (PIC)**

<b>Submission date:</b>	October 6, 2006
<b>Field Use:</b>	MCL 380.1230 - 380.1230h, MCL 380.1535a and MCL 380.1539b
<b>State of Michigan office contact:</b>	DIT Client Service Center, 517-335-0505, <a href="mailto:Help-Desk@michigan.gov">Help-Desk@michigan.gov</a>
<b>Code/format:</b>	State-Issued Personnel Identification Code (PIC)
<b>Dependencies with other fields:</b>	Field 3: Last Name Field 4: First Name Field 6: Social Security Number Field 7: Date of Birth Field 8: Gender

**Definition:** This field contains a system-generated PIC. This field will be populated when the record is entered and saved by the authorized user. The school's authorized user will not enter the PIC number on the submission screen.

## **Information Regarding the Fall 2006 Nonpublic School Personnel Report Submission**

### **Managing your Michigan Education Information System (MEIS) Account**

Submission of the Nonpublic School Personnel Report requires each nonpublic school to have an authorized user for the Nonpublic School Personnel Report Application. To become an authorized user, you must already have or create an MEIS account. Information about creating your MEIS account number is available at the MEIS User Management site: <https://cepi.state.mi.us/MEISPublic/>. Follow the instructions to create an MEIS Account. After your MEIS account is established, print a copy of your account number, the login and password page and keep for future reference. You may change your password at any time by logging in to the MEIS User Management Site.

### **Security Agreement**

After you have established your MEIS account, complete the security agreement (located on the last page of this document). Fax the completed security agreement to the Help-Desk at the number found on the bottom of the form. The Help-Desk will then process your security agreement to provide you with access to the Nonpublic School Personnel Report. Access requests are processed as soon as possible upon receipt, usually within two business days. You will be notified via e-mail when you have access. Your school may have more than one authorized user. Each individual must have his/her own MEIS account and submit a separate security agreement for each school/facility (building).

**E-mail Address and Phone Number.** It is important that the MEIS user information is current. E-mail messages are the primary communication medium for all authorized users of CEPI and Michigan Department of Education (MDE) applications. Therefore, it is imperative for all MEIS users to keep their e-mail addresses current in their MEIS accounts. Because it is sometimes necessary for an individual from the state to contact an authorized user by telephone, each authorized user's phone number must be kept current as well. If an update is necessary for an authorized user's e-mail address or phone number, please do the following:

1. Update an MEIS account at <https://cepi.state.mi.us/MEISPublic/>.
  - a. Log in as an MEIS user.
  - b. Click on "Edit Personal Information" and make the necessary updates.
  - c. Click on "Save Changes" to update your account.
  - d. Click on "Return to the MEIS User Management Main Menu."
  - e. Log out of MEIS.
2. Notify the Department of Information Technology (DIT) Client Service Center of the changes via e-mail ([Help-Desk@michigan.gov](mailto:Help-Desk@michigan.gov)). Include the following information in the e-mail message: name, MEIS account(s), school/facility (building) name and school/facility (building) number, changes (e.g., e-mail address, phone number), and each CEPI application for which the user has authorization.

**Name Change.** A name change affects an authorized user's security access to an application. Authorized users are only allowed to log in as the individual named on the security agreement. If an authorized user has a name change, the authorized user must do the following:

1. Create a new MEIS account at [www.michigan.gov/meis](http://www.michigan.gov/meis).
2. Complete and submit the appropriate security agreement(s) for the CEPI application(s) for which he/she has authorization. The security agreement for Nonpublic School Personnel Report is located in this manual and on the CEPI Web site at [www.michigan.gov/cepi](http://www.michigan.gov/cepi). Click on the

- Nonpublic School Personnel Report link located under the Quick Links on the right side of the Web page to access the Nonpublic School Personnel Report Web page.
3. Notify the DIT Client Service Center (Help-Desk@michigan.gov) to close the former MEIS account (issued with the prior name).

### **Need Help?**

For questions about your MEIS account or password, please contact the Department of Information and Technology (DIT) Client Service Center at 517-335-0505 or by e-mail at help-desk@michigan.gov. Please provide your name, school/facility (building) code and school name, the CEPI application name, your telephone number (including area code and extension), your e-mail address, and your specific questions. Only the DIT Client Service Center can update your password.

**Center for Educational Performance and Information**  
**Security Agreement to Access the**  
**Nonpublic School Personnel Report**

ISD Code: \_\_\_\_\_ District Code \_\_\_\_\_

School/facility (building) Code: \_\_\_\_\_ School/facility (building) Name \_\_\_\_\_

School Address \_\_\_\_\_

**Step 1.** Name of the designated individual whom the school administrator authorizes to access the school/facility (building) for the Michigan Nonpublic School Personnel Report

Name	Title
E-mail Address	Phone Number

**Step 2.** For the designated individual: If you already have an Michigan Education Information System (MEIS) account, go to Step 4. Separate security agreements must be completed and faxed for each application (e.g., Michigan Electronic Grants System (MEGS), Nonpublic School Personnel Report). If you do not already have an MEIS account number, use Internet Explorer to access the Internet and go to the following URL:

**<https://cepi.state.mi.us/MEISPublic/>**

**Step 3.** Click on the MEIS logo. On the next screen, click on "**Create an MEIS Account.**" There you will be instructed on how to create a new account.

**Step 4.** Once an MEIS account number is obtained, please enter the following requested information:

Authorized MEIS Account Number (e.g., A1234567): \_\_\_\_\_

Authorized MEIS Account Login Name (e.g., smithjan): \_\_\_\_\_

**NOTE:** If you are replacing a formerly authorized individual, please download and complete a MEIS Authorized User Removal Request Form. This document can be downloaded from:

[http://www.michigan.gov/documents/CEPI-MDE\\_MEISRemovalReqFrm\\_119601\\_7.pdf](http://www.michigan.gov/documents/CEPI-MDE_MEISRemovalReqFrm_119601_7.pdf)

**Step 5.** For the authorized individual: *Please sign below.*

I agree to protect my user identification and password from unauthorized use. I understand all access under my user ID is my responsibility.

\_\_\_\_\_  
Signature of Individual to be Authorized

\_\_\_\_\_  
Date

**Step 6.** For the School Administrator: *Please Sign Below.*

I attest that the above-named individual is authorized by me to access the school/facility (building) data submission for school personnel to the Nonpublic School Personnel Report for my school/facility (building) and that the data are current and accurate.

\_\_\_\_\_  
Name of School/facility (building)/Agency

\_\_\_\_\_  
Signature of Superintendent/Administrator

\_\_\_\_\_  
Date

**Step 7.** Mail or fax this form to:

**DIT Client Service Center  
235 S. Grand, Suite 304  
Lansing, Michigan 48913  
Fax #: (517) 241-8439  
E-mail: [Help-Desk@michigan.gov](mailto:Help-Desk@michigan.gov)**